



# Arizona Address Confidentiality Program

Office of the Secretary of State – Ken Bennett



## Frequently Asked Questions

### What is the Address Confidentiality Program (ACP)?

The ACP is a program designed to offer survivors of domestic violence, sexual offenses, and stalking a way to prevent their abuser from locating them through public records. It is a part of an overall safety plan.

### What does the ACP do?

The ACP offers two important services:

- 1) Provides a legal substitute address for ACP participants to use as their residential, work, or school address, and that all local and state government agencies are required to accept when a participant requests services.
- 2) Receives the participant's first class, certified, and registered mail and forwards to the participant's actual confidential address at no cost to the ACP participant.

### Who is eligible for the ACP?

Survivors of domestic violence, sexual offense and stalking, and who are in fear of their safety, minors or incapacitated adults who are survivors, their parent or guardian may apply on their behalf. Applicants must have recently relocated to an undisclosed address within 90 days of applying to the ACP or are planning on relocating in the near future to an undisclosed location.

### How do survivors apply to ACP?

All potential applicants must meet with a registered ACP Application Assistant. The Applicant Assistant will determine a person's eligibility and provide program education. If all eligibility criteria are met, together the survivor and the Application Assistant will determine if ACP will benefit their overall safety plan. If it does, then the Applicant Assistant will guide the survivor through the ACP application process.

### What is an Application Assistant?

The registered ACP Application Assistant is a person who provides counseling, referral or other services to victim/survivor of domestic violence, sexual offense, or stalking. Application Assistants are typically victim advocates or counselors that work in a program dedicated to assisting survivors of these crimes. All Application Assistants receive required ACP training and go through a registration process. The Application Assistant provides information to the applicant, assists in determining program eligibility, and recommends survivors to the ACP program.

**Can someone apply directly to the ACP?**

Applicants do not apply directly to the ACP. ACP relies on the expertise and experience of its Application Assistants to recommend potential applicants into the program. To find an Application Assistant, individuals can call 602-542-1653 or visit our website link at [www.azsos.gov/Info/acp](http://www.azsos.gov/Info/acp).

**Can other household members participate in the ACP?**

Yes. Household members who reside with the primary applicant may be included in the program, if doing so, assists in the survivor's protection from being located. This includes the survivor's minor children and other adults. An adult over the age of 18 years that is included on the primary application will need to authorize, agree and sign the application along with the primary applicant.

**What kind of mail is forwarded?**

All first class, registered, and certified mail addressed to the ACP participant's substitute address will be forwarded to the confidential address at no cost to the participant. Packages, magazines, advertising or junk mail will not be forwarded.

**What happens once the application is complete?**

When the Application Assistant has signed the ACP application and recommends the person to become a participant, the ACP will review the application, and if complete, the ACP will certify the application and enroll the applicant as an ACP participant.

**What happens after a person is accepted into the ACP?**

Once accepted in to the ACP, participants will receive an ACP welcome packet.. This will include the ACP New Participant's Handbook and ACP Authorization Card.

**How long are participant's certified to be in the program?**

Upon acceptance into the ACP, participants are certified for four (4) years. . If at the end of the four (4) years, they may reapply if they feel they are still at risk of being found by their abuser/stalker.

**Can someone be cancelled from the ACP?**

Yes. Participants may withdraw from the program at their own will. Staff will assist in completing the necessary steps to be withdrawn from the program. ACP may also cancel certification if participant's mail is returned as "non-deliverable", are not notified of change of address, phone or name within allowable time frame, or if a participant knowingly provided false information on the application.